

Student Transfer Policy



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Approved by	Stanley College Academic Board
Authorised Officer	Registrar
Supporting documents, procedures and forms of this policy	Student Transfer Procedure Application for Enrolment Form (Higher Education) – International Students Course Variation Form Student Grievance and Complaint Policy and Procedure Refund Policy and Procedure Letter of Offer and Student Agreement for Higher Education
Related Legislation and Codes of Practice	Education Services for Overseas Students (ESOS) Act 2000 National Code 2018, Standard 8
Audience	Public

1. PURPOSE

1.1 This policy provides the framework for international students seeking to transfer from Stanley College to another provider, or transfer to Stanley College.

2. SCOPE

2.1 This policy applies to

- All international students at Stanley College, and
- Staff who are involved in the assessment of transfer requests.

3. DEFINITIONS

Non-AQF Degree	The AQF is the national policy for regulated qualifications in Australian education and training in Australia. It comprises different qualification levels. Non-AQF courses do not lead to a qualification or award that is covered by the AQF.
Confirmation of Enrolment (CoE)	For international students, the CoE is issued by Stanley College as proof of enrolment in a course at the College. Students can apply or renew their student visa with the CoE.
Compassionate or Compelling Circumstances	Circumstances generally out of the control of the student which will have an impact upon the student's wellbeing or program progress.
Department of Home Affairs (DoHA)	The Department of Home Affairs, which includes responsibility for immigration matters.
Education Services for Overseas Students (ESOS) Act	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.
International Student	A student studying in Australia on a student visa.
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
Principal Course	The principal course refers to the main course of study to be undertaken by the international student where a student visa has been issued. The principal course of study is typically the final course of study where the international student is granted a student visa to study multiple courses in Australia.
Provider Registration and International Students Management System (PRISMS)	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.
Unsatisfactory Course Progress	A student who is at risk of failing a grade point average (pass grade); or failing more than 50% of units attempted within a semester; or failing the same unit for a second time.

4. POLICY PROVISIONS

Principles

4.1 Stanley College's process for transfers is applied fairly and consistently to all students.

4.2 Stanley College's *Student Transfer Policy* and accompanying Procedure are in accordance with the *National Code 2018*, which prescribes the requirements education providers must follow when assessing transfer requests.

Transferring from Stanley College to Another Provider

4.3 Any Stanley College student who wishes to transfer to another higher education provider must have completed more than six months of their principal course at Stanley College.

4.4 If a student has not completed more than six months of their principal course, Stanley College will only grant the transfer request if it is in the student's best interests that (including not limited to):

- a. The student will be reported to DoHA for unsatisfactory course progress at the level they are studying;
- b. Evidence has been provided of compassionate or compelling circumstances;
- c. Stanley College is unable to deliver the course, as outlined in the *Letter of Offer* and *Student Agreement*;
- d. Evidence has been provided of the student not meeting reasonable expectations of the course;
- e. Evidence has been provided that the student was misled by Stanley College or an education agent regarding the College or course, and the College or course is therefore unsuitable to their needs and/or study objectives; or
- f. An appeal (either internal or external) on another matter results in a decision or recommendation to release the student.

4.5 Circumstances where Stanley College will refuse the request:

- a. If the student does not have a valid *Letter of Offer* from another higher education provider;
- b. The student has not addressed how it will be in their best interest (as outlined in 4.4);
- c. The student is transferring to another degree, or
- d. There are outstanding fees owing to Stanley College.

Application Requirements

4.6 The following will need to be provided to apply for a transfer:

- a. A *Course Variation Form*;
- b. Evidence to demonstrate the student meets one of the requirements outlined in 4.4; and
- c. A valid *Letter of Offer* from the new provider.

Time frames

4.7 Stanley College will process the transfer request within 14 working days of receiving a complete application to transfer.

Approved Transfer Requests

4.8 If the transfer request has been approved, Stanley College will:

- a. Issue a *Letter of Release* at no cost to the student;

- b. Cancel the student's CoE via PRISMS; and
- c. Notify the student to contact DoHA to seek advice on whether a new visa is required.

Refused Transfer Requests

4.9 If Stanley College refuses the request to transfer, Stanley College will:

- a. Issue a written response to the student outlining the reasons for the refusal; and
- b. Inform the student of their right to appeal the decision within 20 working days, as per *Student Grievance and Complaint Policy and Procedure*.

Record Keeping

4.10 Stanley College will record the following information for two years after the student ceases to be a Stanley College student:

- a. Applications for release;
- b. The assessment of the release request, and
- c. The decision of the release request.

Review of Decisions and Appeals

4.11 Applicants may seek a review of a selection decision if they are dissatisfied with the transfer request outcome. Refer to the *Student Grievance and Complaint Policy and Procedure*.

4.12 This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act 2000*) or to pursue other legal remedies.

Refunds

4.13 If the student is granted a *Letter of Release* and is entitled to a refund, the refund will be assessed in accordance with Stanley College's *Refund Policy*.

Transferring from Another Provider to Stanley College

4.14 Stanley College will not enrol students transferring from another provider prior to the student completing six months of their principal course of study.

4.15 Exceptions to this are:

- a. The provider is no longer registered to deliver courses to international students (only if the student seeking to transfer is an international student);
- b. The provider has been sanctioned by an Australian, State or Territory Government Department in a way that prevents the student from continuing their course;
- c. The course is no longer available to international students;
- d. The provider has issued a *Letter of Release*; or
- e. The student's Government sponsor has provided a written letter to support the change of provider.

4.16 Students wishing to transfer from another provider will be required to:

- a. Complete an *Application for Enrolment Form (Higher Education) – International Students*; and
- b. Provide written evidence to demonstrate that they meet a requirement outlined in 4.15.